

Chief Financial Officer

Colorado Department of Higher Education

POSTING DATE: October 21, 2016

CLOSING DATE: November 11, 2016

Salary Range: \$95,000 - \$105,000 annually

The Department

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. The Department carries out the policies of the General Assembly and the Colorado Commission on Higher Education (CCHE). The CDHE works in consultation with institutions, students, and other stakeholders to advance strategic policy initiatives that advance the CCHE's Master Plan. Under its own authority, and through the CCHE, the Department oversees and coordinates state policy for 13 public four-year institutions; 18 two-year institutions (including a system of 13 community colleges); two independent local district colleges; and three local area technical colleges. In addition, through the CCHE the Department regulates private four-year institutions; and several hundred private occupational schools under the direction of the Board for Private Occupational Schools. The Department is organized into six divisions: Student Success and Academic Affairs; Policy and Legislative; Data and Research; Advocacy and Outreach; College Invest/College Assist; and Finance. In addition, pursuant to statute, for purposes of the state budget and certain administrative functions, the State Historical Society is authorized under the Department of Higher Education.

The Position

The Chief Financial Officer (CFO) plays a hands-on, senior-level role in the Colorado Department of Higher Education reporting directly to the Chief Operating Officer. The CFO will have high-level leadership and management skills along with top-level strategic insight and the ability to assist in the development and implementation of department initiatives.

Internally, the CFO will provide leadership to the Finance Division made up of the following units: Budget/Finance, COF (College Opportunity Fund) Administration, and Accounting Services. This leader will help create a finance team focused on innovation, inclusivity, collaboration, and customer service. Within the Finance Division and with fellow senior managers this leader will help foster a culture that optimizes the use of available resources (dollars, time and human resources) in support of the Department's statutory mission and goals.

Externally, the CFO manages communications with the public Institutions of Higher Education (IHE) CFOs as well as strategic communication with the Governor's Office of State Planning and Budgeting (OSPB), the Joint Budget Committee (JBC), the Capital Development Committee (CDC), the Committees of Reference and their respective staffs. Through the efforts of this leader and this team, the Department

will be seen as an honest broker of information regarding the allocation of public funds to IHE operating, financial aid and capital construction. The CFO will influence, develop and implement finance and budget-related policies that help support student success. As required by statute, the CFO will provide leadership on the development of the overall higher education budget request including the allocation of operating funding to IHEs through the outcomes based funding allocation model, and the associated tuition policy request. This position also works closely with History Colorado for all finance-related issues including budgeting, accounting and audit; and works directly with the shared senior-level controller (20% time dedicated to CDHE)

Strategic Leadership, Policy Development and Communications

The CFO will maintain contact with the IHE CFOs on significant finance policy and legislative issues and as appropriate will delegate this communication to experts within the budget services team i.e. IHE operating budget, student financial aid, capital construction. It is essential that this position and the budget services team develop an effective working and communication relationships with institution leadership as it relates to finance and budget matters. This position is responsible for representing the statewide goals and policies of the Colorado Commission on Higher Education (CCHE) and department to institution leadership and communicating and coordinating institutional input on finance issues to the Department and CCHE through regular meetings and other communication methods.

Operations and Management

The CFO oversees the DHE internal budget development and management; COF Administration for the IHEs; and with the expertise and advice of the Senior Controller accounts payable/accounts receivable, grant compliance, internal controls, purchasing and contracts, audits, and other fiscal related matters for the department. This position oversees and provides leadership to three separate but interrelated business units: direct supervision of the Budget Services Team consisting of 5.5 positions (one position shared with Accounting Services) and the direct supervision of the COF Administration consisting of 2 positions. The Senior Controller provides supervision of the Accounting Services Team consisting of 2.5 positions (one position shared with Budget Services) and oversight of staff from across the agency that initiate transactions in CORE (the state's financial system) . The CFO will provide oversight, coaching and management expertise to these business units, create professional development and training plans for team members that are inclusive of CDHE-wide efforts, and personnel management. Complete annual performance reviews and planning for staff.

Other duties as assigned by the COO or Executive Director

Knowledge, Skills and Abilities:

- Understanding of internal department-level budget development, oversight and controller function;

- Working knowledge of process, systems and documentation necessary for building and overseeing budgets for submission to Governor's Office and General Assembly (Joint Budget Committee) staff;
- Ability to interpret and make decisions based upon fiscal and program data and analysis at an institutional and system wide level;
- With training, obtain a working knowledge of rules and regulations related to areas of responsibility such as Capital Construction, financial aid, College Opportunity Fund as well as an expert knowledge of the same for primary areas of responsibility;
- Ability to interpret and make executive level recommendations based upon Colorado Revised Statutes, agency policies and data analysis;
- Ability to manage time and set priorities across multiple projects, issue areas and deadlines;
- Ability to effectively communicate complex policies, concepts and messages across diverse audiences and stakeholder groups;
- Ability to effectively manage and advise high functioning teams and aid in the professional development of staff within area of responsibility.

Essential Qualifications:

- Bachelor's degree in finance, accounting, public policy, political science or a related field;
- 7 + years of professional experience in budget analysis, budget development and implementation, policy development and implementation
- Extensive knowledge of public policy issues related to higher education administration and/or the role of administrative agencies in the executive branch;
- Experience in exercising judgment to recommend executive level action based upon data, analysis and subjective factors;
- Experience in presenting technical information to nontechnical audiences and lead in collective decision making;
- Excellent analytical and communication skills; and
- Excellent interpersonal skills, time management skills, and the ability to work effectively to supervise a team under pressure.

Preferred Qualifications:

- Graduate degree in finance, accounting, public policy, political science or a related field;
- Knowledge of higher education finance policy (particularly in Colorado);
- Extensive experience in state, federal, or higher education budget and finance;
- Knowledge of the executive/legislative decision making process;
- Demonstrated skill in interacting with and recommending action for executive level decision makers as well as issue area specialists and experts; and
- Comfort working in a fast-paced and public environment.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board.

Employment is contingent upon successful completion of a criminal background check.

Application Procedures

To be considered for this position, candidates must possess the essential qualifications listed above and submit a complete application package, which includes the following:

1. **Letter of Application**
2. **Resume or Vitae**
3. **Three Employment References**

Submit your completed application materials to:

Cindy Langan
Human Resource Director
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
clangan@college-assist.org

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